



CITY OF BURBANK PASSPORT ACCEPTANCE FACILITY

Passport Checklist

ADULT

- ☐ **APPLICATION:** Your unsigned application completed in black ink
FORM DS 11—Application for U.S. Passport
SSN is required on all applications
- ☐ **PROOF OF U.S. CITIZENSHIP:** (one of the following)
Certified birth certification from the city, county or state
Consular Report of Birth Abroad or Certificate of Birth
Previously issued, undamaged U.S. Passport
Naturalization Certificate
*Must also provide a photocopy of your proof of Citizenship
- ☐ **PASSPORT PHOTO:** May be taken at our facility for \$12
- ☐ **PRIMARY IDENTIFICATION:** (one of the following)
Valid Drivers License
Naturalization Certificate
Previously issued, undamaged U.S. Passport
Current Military ID (active duty or dependent)

PROCESSING TIMES VARY WITH TRAVEL SEASONS
PLEASE SEE THE U.S. DEPARTMENT OF STATE WEBSITE
FOR CURRENT SCHEDULE. www.travel.state.gov

MINOR APPLICANTS

- ☐ **APPLICATION:** Your unsigned application completed in black ink
FORM DS 11—Application for U.S. Passport
- ☐ **PASSPORT PHOTO:** May be taken at our facility for \$12
- ☐ **PROOF OF U.S. CITIZENSHIP:** (one of the following)
Certified birth certification from the city, county or state
Consular Report of Birth Abroad or Certificate of Birth
Previously issued, undamaged U.S. Passport
Naturalization Certificate
*Must also provide a photocopy of your proof of Citizenship
- ☐ **PARENTAL RELATIONSHIP:** (one of the following)
Original U.S. or Foreign Birth Certificate
Adoption Decree
Divorce/Custody Decree showing full custody
- ☐ **PRIMARY IDENTIFICATION FOR PARENTS:** (one of the following)
Valid Drivers License
Naturalization Certificate
Previously issued, undamaged U.S. Passport
Current Military ID (active duty or dependent)
Current Government Employee ID card (Federal, State, County, or Municipal)
- ☐ **APPEARING PARENT/GUARDIAN:**
Applicants age 15 and younger need both parents/legal guardians present as well as the child.
If only one parent/guardian is legally responsible, a certified proof of sole legal custody must be filed with the application.

PASSPORT FEES (Check or Money Order Only)

Passport Book:	Payable to US Dept. of State	Payable to the City of Burbank
Age 16 & over	\$110	\$35 (+ \$12 for Photos)
Age 15 & Under	\$ 80	\$35 (+ \$12 for Photos)
Passport Card		
Age 16 & over	\$ 30	\$35 (+ \$12 for Photos)
Age 15 & Under	\$ 15	\$35 (+ \$12 for Photos)
Expedite Additional fee of \$60 per application is added to the US Dept. of State if required service.		

PAYMENT IS PER APPLICATION, (e.g. one check per application) for the Department of State fees. If two or more applicants: Only Burbank Acceptance Facility Fee and additional fees for pictures can be combined.